

REGIONAL PBS DETAIL/TEMPORARY PROMOTION OPPORTUNITY

**R4 PBS – Blue Ridge Service Center Division
Blue Ridge West Field Office Manager (4P1BB)
(Realty Service Manager GS-1101-14)**

**R4 PBS – Gulf Coast Service Center Division
Florida South Field Office Manager (4P1GB)
(Realty Service Manager GS-1101-14)**

**R4 PBS – Southern Service Center Division
Alabama Field Office Manager (4P1SC)
(Realty Service Manager GS-1101-14)**

Number of Opportunities Available: 3

Available Location: To be determined after selection is made

Detail Period (approximate): December 6, 2021 – March 26, 2022 (NTE 120 days)

Who Can Apply: Current GSA PBS R4 Employees: GS-14 (lateral) or GS-13's (temporary promotion to the GS-14 if eligible)

Application Deadline: COB, Friday, November 19, 2021

Contact: India Harris-Stewart (404) 331-4903

Send Resumes to: india.harris@gsa.gov

Relocation expenses will not be permitted

Temporary Promotion may be available

If you are not currently a GS-13 or GS-14, but have previously held a GS-13 or GS-14 on a permanent appointment, then you could be eligible to apply. Please provide a copy of your SF-50 for verifying that you permanently held a position at any of these grade levels.

Interested candidates should email an expression of interest outlining:

- A current resume with experience relevant to the position (limit 3 pages)

Responsibilities and Duties:

This position is Incumbent directs, plans (both short and long range), coordinates and reviews, the various PBS programs in the assigned geographic area of the district under their responsibility. Accomplishes this, in coordination with the co-managers for the same geographical area, through subordinate team leaders/supervisors and specialists in the areas of realty, facility management, architecture, engineering, financial management, space planning and contracting as well as administrative and clerical

personnel. Participates in development of GSA regional policy through interaction with peers in the districts and divisions throughout PBS.

Major Duties

Recommends actions to improve the overall administration and management of substantive programs. Makes adjustments, controls, evaluates and establishes goals within regional parameters.

Actively participates on asset teams by providing information on the changing requirements of clients; social and market concerns in the local community; and building condition issues. This information is used to develop long-range portfolio strategy and annual portfolio business plans for assigned geographic area.

Monitors performance against established measures and makes appropriate recommendations or changes. Makes decisions in program area(s) that balance customer needs, financial performance and good neighbor initiatives.

Plans, develops, and has responsibility for a large operating budget, including the Repair and Alteration, the Federal Building Fund and Reimbursable Work Authorization programs. Participates in developing the District's annual budget. Decides on expenditures of funds. Establishes and enforces controls to manage and document costs. Plans for contingencies within allotted funds.

Manages the existing building inventory, both government-owned and leased, by executing the repair and alteration program including the planning, identification and prioritization of projects; estimating costs; budget requests and administration; coordinating with the engineering, contracting, realty, space planning and facility management programs.

Actively participates in the space acquisition program for federal tenants through assignment in GSA controlled space, or by leasing space from private and public concerns. The program includes acquisition of buildings and sites; relocation of occupants; space planning; space alterations; out-leasing to non-government tenants. Ensures compliance with lease terms through inspection and makes recommendations to modify, extend and terminate lease as needed. Ensures that the space acquisition program is coordinated with other program areas, projects and divisions within PBS.

Oversees and directs, solicitation, award and administration of contracts that can be unlimited in amount. Directs actions to achieve the goals of procurement preference programs such as small, disadvantaged and women-owned businesses; responsible for the coordination of the contracting program with other district elements to which procurement services are provided. Manages the contract administration program including modifications, terminations, protest response, and contracting officer decisions.

Administers safety and environmental programs including the radon, asbestos, water, lead, occupational and fire safety programs.

Represents PBS, Southeast Sunbelt Region, on personal contacts with principle representatives of other federal agencies in the area, members of Congress, the Federal Judiciary, local government officials, local planning groups, contractors, special interest groups, and the general public regarding major questions and problems concerning the activities of the service. Represents and provides information on GSA's real and personal property management, transportation, communications, records management, property utilization and disposal, critical and strategic material, emergency supplies and construction programs.